



DEPARTMENT OF THE ARMY
CALIFORNIA ARMY NATIONAL GUARD
2nd BATTALION, 223rd INFANTRY REGIMENT
P.O. BOX 4460
SAN LUIS OBISPO, CALIFORNIA 93403-4460

CAIR-GS-RSP

1 March 2005

MEMORANDUM FOR RECORD

SUBJECT: Recruit Sustainment Program (RSP) Substitute Unit Training Assembly (SUTA) procedures

1. This memorandum is written to clarify procedures for requesting a Substitute Unit Training Assembly (SUTA). You should attend all scheduled training, but there are times when extenuating circumstances exist (injuries/illness, family emergencies, school events) that would conflict with a scheduled training date.
2. All recruits will utilize the procedures outlined in the flowchart attached to this memorandum.
3. These procedures apply to all Non-prior Service recruits who attend training at the 223rd Infantry Regiment RSP sites and are effective until Battle Handoff has been completed.
4. Point of contact is SFC Garnica at (805) 594-6343 or (805) 431-0342.

Encl

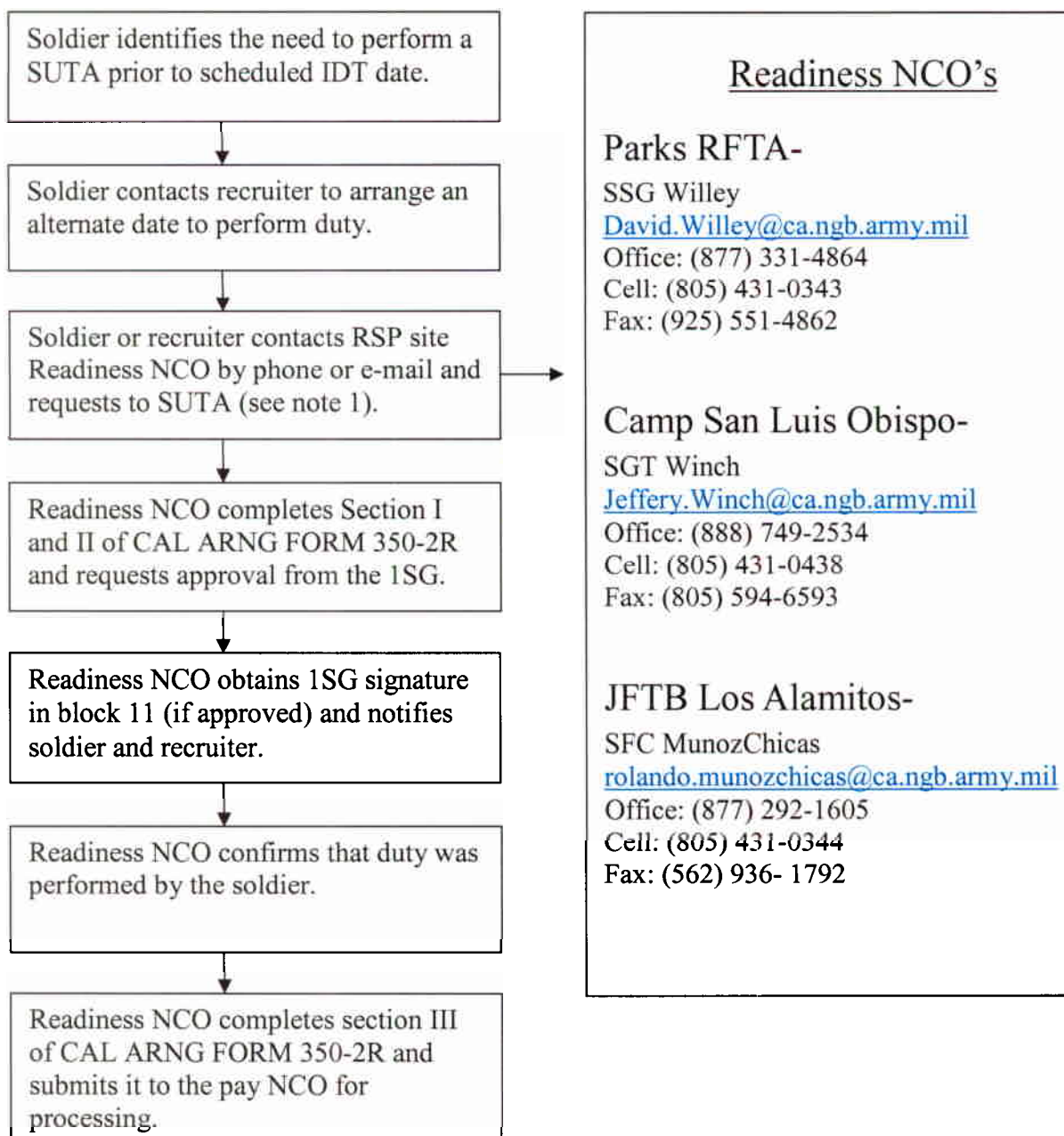
A handwritten signature in cursive script, reading "Thomas R. Garnica", is positioned above the printed name.

THOMAS R. GARNICA

SFC, USA

Recruit Sustainment Program NCOIC

SUTA Procedures Flowchart



Note 1: SUTA's must be requested and approved prior to the soldier performing any duty.